



Pantry Partner

C / O North Dakota Community Action Association

6 Tips to Protecting Client Privacy

1. Hire the right people. (Including volunteers).
2. Create a **confidentiality policy** with a client consent form as its cornerstone.
3. Implement **good, solid procedures** that reduce the risk of inadvertent sharing of information.
4. Train **everyone in the procedures**. Make sure they understand how even innocent conversations or actions intended only in the client's best interests may actually violate that person's privacy.
5. Remember the two **biggest technology culprits in the information age—not databases and computers but phones and fax machines**. If you call another agency to discuss a client, you need a signed consent form that covers that communication. If you fax a referral form to another agency on behalf of a client, make sure the appropriate person knows it's coming and gets it off the machine right away.
- 6.) Be sure that all your **information systems—paper or electronic—are as secure as they can be**.

7.) Check current laws



Family & Consumer Living: Resources from Your Local Extension Agency

Eating for Healthy Aging

While "good nutrition is ageless", energy and nutrient needs do change as people age. This FCE lesson is centered around the newly modified Food Guide Pyramid for Older Adults, and will highlight special food and nutrition needs such as calcium, vitamin D, vitamin B12, water, and supplements.

Living On a Shoestring

Consumers can save money without slashing budgets, making constant sacrifices or by eating only every other day. By spending a little less on some things and by getting better deals on others, savings will add up quickly. Living on a shoestring can be a challenge and it takes a lot of work, but it can be done.



Center for Science in the Public Interest

CSPI has several projects on food safety, food additives, antibiotic resistance, and features an interesting food safety quiz on its web page:

www.cspi.net.

The web page also includes a food safety report card on Congress, testimony and reports, tips to prevent food poisoning, a page where you can e-mail policy makers and members of Congress, and links to many other resources.

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Inside this issue:

- Important information for Board members.
- Interesting Tax Facts.
- Plus much more...

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Contact your
Local Extension
Agent for these
resource guides!



Creating Contracts for Board Members

Now boards are taking their commitments to their nonprofits up a notch by signing contracts.

The reason? Board members can clarify - to themselves and the organization - what they can commit to realistically.

What's more, nonprofits can be sure board members understand what's required of them.

Two ideas for your board

Does drawing up a contract sound like a good idea? If so, some questions to consider as you begin the process...



1. Do board members have options regarding their level of participation?

Sure, there are some core responsibilities all members must agree to fulfill.

But take fundraising, for example.

The form could ask members to serve on at least one committee, aid with an annual campaign, or other related activities.

2. Is the commitment real?

Board members can sign and date the forms as a way to say, "I mean it & I am committed to the mission of this organization."

What Your Agency & Board Needs to Know About: Volunteer Liability

Nonprofit organizations that utilize volunteers are at risk for lawsuits. For example: *Did you know that your organization could be sued if:* a volunteer driver has damaged a parked car while exiting a parking space or a volunteer working with children was not properly screened / given a background check?

You and your board members can learn more about volunteer liability with a great booklet entitled: *"Managing Volunteers: Balancing Risk & Reward."* The booklet can be downloaded for free at:

<http://www.niac.org>

(click on "Member Services" and then on "Publications").



How to Train New Board Members Efficiently

Board members know it is important to get new recruits up to speed as quickly as possible. This way, they are active, contributing members. However, at the same time, the board can't spend countless hours training newcomers.

So where is the happy medium? Here is a system that works: When three or so new members join, veteran members as well as some staff hold a special training session. It is an in-depth look at the nonprofit.

This system works better than trying to fully train each new member individually, yet, no one is left in the dark.

Ready for Tax Talk

In most cases, Nonprofits do not worry about tax issues until the tax deadline rolls around. However, you should keep your board members up-to-date on various IRS regs & rules year-round.

One of the most important regulations for nonprofits is related to charitable contributions.

Learn more about charitable donations by obtaining a free copy of the IRS' Publication 526, *Charitable Contributions* at <http://ftp.fedworld.gov/pub/irs-pdf/>



Tax Deductions for Volunteers

Volunteers who contribute their time to nonprofits certainly aren't motivated by tax breaks. Many volunteers may not even know that they're entitled to deduct the expenses they incur in helping your organization.

But the Internal Revenue Service does treat some of those expenses as charitable contributions, as long as the volunteer itemizes deductions on his or her tax return. Here's a brief rundown of the tax aspects of costs incurred in rendering volunteer services:

- Volunteers may deduct unreimbursed expenses that are incidental to their volunteer work. For example: fares spent on traveling from the volunteer's home to your office (or other places where the volunteer renders services), phone calls, postage stamps, stationery, and similar out-of-pocket costs are deductible as charitable donations.
- On the 2001 tax return, a volunteer may deduct 14 cents per mile in lieu of computing the costs of operating his or her car while doing volunteer work. If volunteers use this 14-cents-per-mile method, they
- may also deduct unreimbursed parking and toll costs. However, insurance and depreciation on the car are not deductible.
- If someone travels as a volunteer and must be away from home overnight, reasonable payments for meals and lodging (in addition to transportation costs) are deductible. But out-of-pocket costs at a convention connected with someone's volunteer work are deductible only if that person has been chosen to represent the organization.
- Volunteers may also deduct unreimbursed expenses they incur in operating their personal property while performing volunteer work (e.g., the cost of film in using a camera). Here again, however, they may not deduct insurance and depreciation or the cost of their equipment.
- Finally, it's up to the volunteer to substantiate his or her deductions if the IRS questions them. Anyone who takes these deductions should be ready to show the connection between the costs claimed and the volunteer work performed—and should also be able to prove the costs with canceled checks, receipted bills, diary entries, etc.

Are Americans Going Hungry?

Thirty-three million Americans - 13 million of them children - still suffer from hunger or live on the edge of hunger, according to food insecurity data for 2000 reported by the U.S. Census Bureau and USDA.

Between November 1, 2000 and October 31, 2001 requests for emergency food assistance increased in 93% of cities surveyed by the U.S. Conference of Mayors. The average increase for families with children requesting emergency assistance was 19%. America's Second Harvest found in 2001 that their food bank network of emergency food providers served 23 million people in a year (over 9 million were children). America's Second Harvest also reports in 2001 that only 30% of emergency food recipients participated in the Food Stamp Program, although almost three-fourths were income-eligible.

For more information visit the FRAC web site at www.frac.org.



Use QuickBooks software?

Check out the answers to your most frequently asked questions and find resources that help with your QuickBooks programs at:
http://www4.compasspoint.org/cp.asp?WebPage_ID=380.

Food Stamp Nutrition Collection

The national Agricultural Library of the USDA has unveiled a new resource called the Food Stamp Nutrition Connection, an online information system targeted to nutrition education providers who are working with food stamp eligible populations.

The site provides links to assistance with professional development as well as a resource library, population specific nutrition information and links to state Food Stamp Nutrition Education Programs that are affiliated with the USDA Food and Nutrition Service.

If you work on nutrition education issues, explore the site to learn about the information and support available to you through the USDA.

The Food Stamp Nutrition Connection can be found at:

www.nal.usda.gov/foodstamp/

Food Pantry Spotlight: Mercer County WARC

Nestled in a quiet neighborhood in Beulah, ND is the *Mercer County Women's Action Resource Center (WARC)*. WARC provides a wide range of services and referrals to families and individuals throughout Mercer County.

Some of the services WARC provides include domestic violence & suicide education / prevention, emergency food, commodity program, and much more. Jo Hafner, coordinator of the Food Pantry, has witnessed first hand an alarming increase in needs during her

many years with WARC. "People are more aware of our services because of the tremendous amount of education and outreach WARC conducts through out the year.", stated Hafner.

Hafner, along with other staff members, participate in local Health Fairs, host a resource booth at the annual Mercer County Fair, and work with a number of youth and community groups to keep the shelves of the pantry stocked.

The food pantry, established in 1982, also has a solid relationship with the

local grocery store. "If people need something we don't have on our shelves, we offer small gift certificates to the grocery store. The manager of the store also provides discounts and other benefits to WARC.", Hafner explained.

WARC serves as a "lifeline" for individuals faced with crises in rural Mercer County. For more information about WARC or the food pantry contact: 701-873-5087



Information Request

Jo Hafner, WARC
Food Pantry
Coordinator

For any additional information or to submit a news bit for the next newsletter, please complete this form and return it the address listed below.

Please send me additional information on:

- | | |
|--|--|
| <input type="checkbox"/> Community Action | <input type="checkbox"/> Food Gleaning |
| <input type="checkbox"/> Food Dialog Workshop | <input type="checkbox"/> Grant Opportunities |
| <input type="checkbox"/> Other: please specify | <input type="checkbox"/> Food Needs Assessment Study |

- ☐ I would like to contribute a story, or news bit for the next newsletter. Please contact me.

Comments:

NAME _____

ADDRESS _____

PHONE _____

**C/O North Dakota Community
Action Association
2105 Lee Avenue
Bismarck ND 58504**



Food Dialog Workshop Returns to Bismarck

The North Dakota Community Action Association is continuing its efforts to strengthen the emergency food network in North Dakota by hosting another Food Dialog Workshop in Bismarck. The workshop is scheduled for:

**Monday, October 28th
10:00 am to 2:30 pm CST
Location: Comfort Inn, Bismarck**

The workshop is intended to serve as a vehicle for emergency food providers to share information, resources, and success stories. Also, hear updates on the Food Stamp & Commodity Programs. This is a great opportunity to network, learn about innovative service delivery, grant opportunities, and much more. The workshop is FREE & lunch will be provided. Travel scholarships are available to assist with mileage to & from the workshop.

Pre-registration is required. For more information or to register, contact Kristi Keller or Sandy Bahmiller at 701-258-2240 or 1-800-223-0364.

National Conference

USDA's first Food & Nutrition (FNS) education conference, *"Nutrition Connections: People, Programs, and Science,"* will be held at the Omni Shoreham Hotel in Washington DC on February 24-26, 2003. The conference is designed to help you build skills in nutrition education, practical applications, and applying networking and partnerships skills to foster cross-program nutrition education. For additional information visit the web-site at:
www.fns.usda.gov/oane/MENU/NNEC/NNEC.htm

North Dakota Rural Survival Task Force (RSTF)

For 25 years, the primary focus of RSTF has been to keep discussion about the stress of farm life alive. The Task Force is made up of several groups, as well as individual members, who gather regularly to identify and coordinate resources for rural families. For more information or to become a Task Force member contact: 701-255-3692 / Judy Dewitz

Email Etiquette

Email has certainly made our lives easier. But-it can also be a dangerous replacement for the good ol' face-to-face communication.



Here are some things to avoid when using the ease of email:

* Hiding behind the terminal.

Don't use e-mail for performance reviews, disciplinary actions, or communicating other touchy matters with staff or volunteers.

*Forgetting it's in writing.

The informality of e-mail is part of its convenience, but it is a permanent record of a written communication—often much more easily retrieved than an ancient memo.

***Flaming.** Spontaneity is another benefit of e-mail, but you should watch the tone of an e-mail. Sarcasm can be devastating when it is glowing on the screen.



Foundation Spotlight: Women Helping Women

The Women Helping Women Foundation offers grants between \$2,500-\$15,000 to support programs helping women and children. The goal is to make a real difference in the lives of those struggling to make ends meet, with a priority going to health and human service organizations. For more information check out:

www.whofoundation.org

Or contact 1-800-946-4663 for an application packet.



Garth Brooks Gives Back

Garth Brooks' *Teammates for Kids* foundation awards grants to support the on-going work of organizations helping needy children in various areas of health and education. For more information contact:

Teammates for Kids Foundation
 7851 S Elati Street Suite 200
 Littleton CO 80120



Creative Fundraising: A Celebrity Dinner


Tired of the same old community chili feeds to raise funds for your organization? Try putting a twist on the fundraising dinner ideas by recruiting "local celebrities" from your community (the Mayor, County Commissioners, Business Owners, School Administrators, etc.) to act as waiters at your dinner. Involve your board members by having them do the recruiting or act as the waiters themselves. Have the celebrity waiters compete for "tips— which are donated to your organization" by serving dinners as creatively as possible. This is sure to be a fun time for the waiters and the attendees!

For more great fundraising ideas, check out this great book from McMillion & Associates:

How to Produce Fabulous Fundraising Events

Taking the Heat: Higher Utility Bills

As the weather takes a turn this fall, the number of individuals accessing emergency food resources tends to increase. One of the major causes for the increase is the rising cost of utility bills. Many families are faced with paying higher utility bills while forgoing on food, medicines, and other household basics. There is a program that can help in emergency situations. *Energy Share* is an emergency program provided by Community Action Agencies. The program assists income-eligible households when all other resources are exhausted. For more info contact the Community Action Agency nearest you.



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C/O North Dakota Community Action Association
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WE'RE ON THE WEB!
WWW.NDCAA.ORG

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